Public Health Information Network (PHIN) National Notifiable Diseases Surveillance System (NNDSS) Case Notification Certification Process Checklist

National Electronic Disease Surveillance System (NEDSS) Base System (NBS) Jurisdictions

Pre-Certification Phase

1. ***Determine*** the conditions for PHIN NNDSS Case Notification Certification.
2. ***Download and review*** the following documents from http://www.cdc.gov/phin/resources/mmghomepagecasenotification.html:
   - Message Mapping Guide (MMG)
   - Test Case Scenarios
   - Message Specification Profile
   - National Notifiable Condition Messaging Support & Strategy Questionnaire
   - Case report form mapped to PHIN variables and IDs (if available)
3. ***Download and complete*** the following documents from http://www.cdc.gov/phin/resources/certification:
   - PHIN Certification Security and Availability Self-Attestation Form
   - PHIN Certification Application Information Form
4. ***Schedule*** a kick-off teleconference with your PHIN Subject Matter Expert (email: PHINtech@cdc.gov) to review all required documentation and forms, confirm timelines, and document support needs (e.g., Message Subscription Service (MSS), Rhapsody).

PageBuilder Configuration Phase

5. ***Download*** and ***import*** any applicable NBS PageBuilder Template from the NBS User Group (NUG) collaborative site.
6. Using the appropriate template, ***create*** and ***publish*** the page and associate it to the applicable conditions. The National Electronic Disease Surveillance System (NEDSS) Base System Process Overview Document: Building a Disease Module, March 30, 2010, may be used for guidance. This process includes migration of any legacy data within the NBS, if applicable, and testing of the page within the NBS.

Development and Testing Phase

7. ***Validate*** message content with CDC.
   - ***Configure*** secure message transport application (e.g., PHIN MS, see http://www.cdc.gov/phin/tools/PHINms/index.html) to send case notification messages from development/test/staging instance of NBS to the CDC staging environment.

- *Extract and transmit* the messages to the CDC staging environment via secure message transport. CDC validates and provides feedback on the message structure and content.
- *Correct* message structure and content issues and repeat the previous step until all issues are resolved.

8. *Submit* the PHIN Certification required documentation and forms downloaded in step 3. CDC will confirm by email that all documents and forms were received.

Implementation (CDC Staging) Phase

9. *Move* development/test/staging configuration for the page to the production environment. The NEDSS Base System Process Overview Document: Building a Disease Module, March 30, 2010, may be used for guidance.
10. *Export* final page from the development/test/staging environment and import into production environment.
11. *Migrate* legacy data, if applicable.
12. *Validate* data collection.
13. *Validate* data analysis*.*
14. *Implement / migrate* functionality to production system and test NND messaging capability from production system to CDC's staging system.
15. *Create and Send* messages using live data from production system and transmit to CDC's staging environment via secure message transport. CDC validates structure and content of messages, performs a final program review of data and provides feedback on the structure and content.
16. *Correct* message structure and content issues and repeat the previous step until all issues are resolved.

Production Phase

17. *Receive* PHIN NNDSS Case Notification Certification and approval to transmit HL7 case notification production data.
18. *Schedule* a close-out teleconference with your PHIN Subject Matter Expert (email: PHINtech@cdc.gov) to discuss timelines for sending the first production messages to the CDC production environment.
19. *Reconfigure* secure message transport to CDC production environment
20. *Negotiate* a date that the data will be sent to CDC via the HL7 messages generated by PageBuilder. These data will be used for the official surveillance statistics for NNDSS.
21. *Create and send case notification* messages using live data to CDC's production systems. Once conditions are transitioned over to a page built in PageBuilder, the NBS Master Message (legacy) format will no longer be sent for that condition.